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Application for Variance – Board of Adjustment

STAFF USE ONLY

Date Application Submitted: _____

Date Accepted as Complete: _____ Project Number: _____

APPLICATION CONTACTS:

Indicate one person of contact for this request: _____ Property Owner _____ Representative

Applicant (person making request)	Property Owner (if other than Applicant):
Name: _____	Name: _____
E-mail: _____	E-mail: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Site/ Location: _____	Current Zoning District: _____
Assessor's Parcel Number(s): _____	Rezone required: _____
	Total Acreage: _____

Variance requested: (attach visual representation of request)

Difficulty or hardship: (why strict application of the provision would prohibit or unreasonably restrict the use of the property)

Planning and Community Development Division

(479) 750.8550 phone | (479) 750.8539 fax | 201 Spring Street | Springdale, Arkansas 72764

Effect of variance: (how variance would alleviate a demonstrable hardship, as distinguished from a special privilege or convenience sought by the applicant)

The **Applicant** understands that he/she is responsible to send a notice of the public hearing to owners of adjacent properties in accordance with the requirements set forth in the instruction given with this application and that an affidavit must be submitted with supporting documents no later than seven (7) calendar days prior to the meeting date. It is further understood that the cost of such notice(s) is borne by the Applicant.

The **Applicant** understands that he/she must be present at the meeting to present the variance request and to answer questions. If the **Applicant** is unable to attend, written authorization must be attached designating a representative and any decisions made by this individual shall be binding on the applicant.

APPLICANT SIGNATURE(S)

DATE: _____

Authorization of Representation

TO THE SPRINGDALE PLANNING COMMISSION:

I, _____ hereby authorize _____
(Printed name of property owner/applicant) (Authorized representative)

to represent me and make decisions on my behalf regarding the

_____ proposed at my property at _____
(Rezoning, Conditional use, Variance, Large-Scale Development, Subdivision) (Parcel Number(s))

to be presented to the Springdale Planning Commission at their meeting to be held on

(Meeting date)

Dated: _____

Property Owner/Applicant

Property Owner/Applicant

**NOTICE OF PUBLIC HEARING BEFORE THE
SPRINGDALE PLANNING COMMISSION
ON A BOARD OF ADJUSTMENT APPLICATION**

To All Owners of land lying adjacent to the property at:

Location: _____

Owned by: _____

NOTICE IS HEREBY GIVEN THAT an application has been filed to the Board of Adjustment (Variance) for above property.

If approved, the variance will occur only upon the property described above. It will not change anything pertaining to your property.

The purpose of this request is to:

A public hearing on said Board of Adjustment request will be held by the Springdale Planning Commission in Council chambers at the City Administration building, 201 Spring Street, on _____ at _____ p.m.

All parties interested in this matter may appear and be heard at said time and place or may notify the Planning Commission of their views on this matter by letter. All persons interested in this request are invited to call or visit the Planning Office, 206 S. Blair Street, 479-750-8550, and to review the application and discuss the same with the Planning staff.

AFFIDAVIT

I herby certify that I _____
Print or type name

acting as agent/owner, have provided notice to affected parties in accordance with the requirements set forth in the instruction given with the application and that the notice information provided is to the best of my knowledge true and factual. I am hereby enclosing the following supporting documents: copies of the notice, mailing receipts, return cards and any notices that were undeliverable.

Name: _____

Date: _____

SPRINGDALE PLANNING COMMISSION

2021 SCHEDULE OF MEETING DATES AND SUBMISSION DEADLINES

SUBMISSION DEADLINE TECHNICAL PLAT REVIEW MEETING <small>(Large Scale Development Plans, Non-Large Scale Development, Subdivision Plans)</small> Planning Office 206 Blair Street 5:00 P.M.	TECHNICAL PLAT REVIEW Comments Available	SUBMISSION DEADLINE ZONING CONDITIONAL USE VARIANCES Planning Office 206 Blair Street 5:00 P.M.	RESUBMISSION DEADLINE TPR ITEMS WAIVERS Planning Office 206 Blair Street 5:00 P.M.	PLANNING COMMISSION MEETING Meeting Location to be announced with each Meeting Agenda 5:00 P.M.	REPLAT FINAL PLAT CITY COUNCIL REVIEW Meeting Location to be announced with each Meeting Agenda 6:00 P.M.	ZONING CONDITIONAL USE WAIVERS COUNCIL REVIEW Meeting Location to be announced with each Meeting Agenda 6:00 P.M.
November 25, 2020	December 10, 2020	December 16, 2020	December 17, 2020	January 5, 2021	January 12, 2021	January 26, 2021
December 31, 2020	January 14, 2021	January 13, 2021	January 21, 2021	February 2, 2021	February 9, 2021	February 23, 2021
January 28, 2021	February 11, 2021	February 10, 2021	February 18, 2021	March 2, 2021	March 9, 2021	March 23, 2021
February 25, 2021	March 11, 2021	March 17, 2021	March 18, 2021	April 6, 2021	April 13, 2021	April 27, 2021
April 1, 2021	April 15, 2021	April 14, 2021	April 22, 2021	May 4, 2021	May 11, 2021	May 25, 2021
April 29, 2021	May 13, 2021	May 12, 2021	May 20, 2021	June 1, 2021	June 8, 2021	June 22, 2021
May 27, 2021	June 10, 2021	June 16, 2021	June 17, 2021	July 6, 2021	July 13, 2021	July 27, 2021
July 1, 2021	July 15, 2021	July 14, 2021	July 22, 2021	August 3, 2021	August 10, 2021	August 24, 2021
July 29, 2021	August 12, 2021	August 18, 2021	August 19, 2021	September 7, 2021	September 14, 2021	September 28, 2021
September 2, 2021	September 16, 2021	September 15, 2021	September 23, 2021	October 5, 2021	October 12, 2021	October 26, 2021
September 30, 2021	October 14, 2021	October 13, 2021	October 21, 2021	November 2, 2021	November 9, 2021	November 23, 2021
October 28, 2021	November 10, 2021	November 17, 2021	November 18, 2021	December 7, 2021	December 14, 2021	December 28, 2021
November 24, 2021	December 3, 2021	December 15, 2021	December 16, 2021	January 4, 2022	January 11, 2022	January 25, 2022

VARIANCE CHECKLIST

	\$75.00 Fee
	Application-signed
	Warranty Deed
	Authorization of Representation
	List of adjacent property owners from County Courthouse (Benton or Washington)
	Notice to adjacent property Owners
	White mail receipts-must be certified, return receipt requested (received at the time of mailing)
	Green returns-May be turned in night of Planning Commission meeting
	Document showing authorized signers, if applicable (If warranty deed is in an LLC, Inc., Partnership, Trust, etc.)
	Site plan and/or pictures. Must show parking availability if applicable
	Affidavit of Mailing

RESOURCES AND INFORMATION

Adjacent Property Owners:

Washington County Assessor's Office: <https://www.actdatascout.com/>

Benton County Assessor's Office: <https://search.bentoncircuitclerk.com/signup.php>

Please submit list of adjacent property owners to the Planning Department no later than seven (7) days prior to the meeting date.

Notice to adjacent property owners:

A copy of the notice that was mailed certified with return receipt, to adjacent property owners should be submitted to the Planning Department no later than seven (7) days prior to the meeting date.

Certified letters mailed to adjacent property owners:

Certified letters, return receipt requested, should be mailed no later than ten (10) days prior to the Springdale Planning Commission meeting, not counting the day of meeting. The white and green receipts from the post office, received at the time of mailing, should be submitted to the Planning Department no later than seven (7) days prior to the meeting date.

Affidavit of Mailing:

Applicant/property owner should sign, date, and submit affidavit of mailing to the Planning Department no later than seven (7) days prior to the meeting date. Affidavit is in the variance application packet.

Springdale Planning Commission meeting:

The meeting is held on the first Tuesday of every month at 5:00 p.m. at the City Administration Building, 201 Spring Street, in Council chambers. Email Sharon Tromburg at stromburg@springdalear.gov if you would like to receive the tentative agenda and Zoom link for Springdale Planning Commission meeting via email. A hard copy of the tentative agenda will be mailed to the applicant/property owner.

Sign:

The Planning Department will post NOTICE OF PUBLIC HEARING sign(s) on said property for which a public hearing has been set at least ten (10) days prior to the hearing indicating the date and time of the hearing.

Pictures / Site Plan / Drawing

Applicant/property owner can submit a visual representation or depiction to the Planning Office at 206 S. Blair Street or email Sharon Tromburg at stromburg@springdalear.gov